

Civil Rights Advisory Committee  
Charter  
USDA / ARS / Ames Location

ARS Ames Area Civil Rights Advisory Committee  
Executive Edition

Civil Rights Advisory Committee Charter  
USDA/ARS/AMES Location

**I. Role of the Civil Rights Advisory Committee (Ames Area ARS)**

- A. The primary roles of the Civil Rights Advisory (CRA) Committee are to ensure that the civil rights of Ames Location USDA employees are full protected, to promote general awareness of civil rights issues and to foster opportunities for the development of minorities. The committee will promote individual awareness and personal progress and seek to foster a workplace that is unrestricted by consideration of color, race, religion, sex, age, disability, national origin, or sexual orientation. The Committee will work to promote a workplace environment that encourages diversity.
- B. The CRA Committee should advise and assist the Location Coordinator in establishing and carrying out the objectives of the CR Program. In carrying out this role the Committee will:
1. Provide the Location Coordinator feedback on the performance of the CR Program; identifying areas of weakness, and suggest ways in which the Program can be improved.
  2. Identify emerging CR Program areas needing the attention of the Location Coordinator.
  3. Provide an informal vehicle for employees to bring CR matters to the attention of the Location Coordinator.
- C. The Committee shall not attempt to resolve individual discrimination complaints or grievances but will direct such matters to the proper channels for disposition.
- D. The Committee shall, as it deems necessary, submit recommendations for action to the Location Coordinator.

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**II. Duties and Responsibilities of the Committee:**

- A. *Recruitment*—The Committee may review current recruiting methods and make recommendations for improving the use of agency resources in reaching members of all under-represented groups relative to Civil Service examinations and employment opportunities for career positions, temporary summer employment, and/or special appointments.
- B. *Assignments*—The Committee may review current patterns and recommend action to ensure that all employees are receiving equitable consideration for assignments, such as tours of duty, overtime, reassignments, proper placement, etc.
- C. *Training*—The Committee may review training policies and programs to ensure that equal opportunity is provided.
- D. *Community Participation*—The Committee will encourage and/or participate in making appropriate contacts with the community and civic organizations, schools, and churches in order to establish a community relationship which will assist the ARS in accomplishing CR objectives.
- E. *Affirmative Action Plan*—The Committee shall annually review and update the NADC Affirmative Action Plan as it relates to the MWA and ARS Plan.
- F. *ARS CRA Narrative Progress Reports*—The Committee shall receive and review reports submitted.
- G. *Observances*—The Committee shall promote the official monthly civil rights observances as set forth by the USDA by means of presentations, displays, etc.

### III. Composition of the Committee

- A. The Location Coordinator shall appoint a CRA Committee with recommendations from the Standing Committee consisting of Ames Area ARS employees representative of ethnic and minority groups, various grade levels, and both genders as a continuing Advisory Committee on issues relating to the CR Program.
- B. There shall be not less than five appointed members on the Committee, each serving a term of two years. Members may be reappointed to a second two-year term, but no member may serve more than two consecutive terms. This does not apply to Area Representatives and Specially Designated Representatives. The Committee membership shall consist of an AFGE Representative, a minority member, and one or more members-at-large. Vacancies shall be filled by appointment by the Location Coordinator with recommendation from the Committee. No vacancy shall exist in excess of sixty days. Terms shall begin in October. The Chairperson and Co-chairperson will provide an orientation session for all incoming members. Attendance at the meeting prior to the beginning of the term by new members is recommended.
- C. Committee members selected shall:
1. Demonstrate willingness to accept responsibility;
  2. Demonstrate concern for and dedication to the general welfare of all employees;
  3. Demonstrate sensitivity to the interests and feelings of all people; and
  4. Maintain a performance rating of fully successful.
- D. Service on the Committee is voluntary.

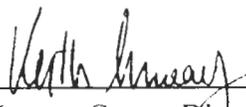
#### IV. Officers of the Committee

- A. The members of the Committee shall elect officers one month prior to the October rotation of the officers. A Chairperson, Co-chairperson, Secretary, and other officers as deemed necessary shall be elected at that time.
- B. The Chairperson is responsible for:
1. The orderly conduct of meetings;
  2. Seeing the notices of meetings are sent to Committee members and their supervisors in a timely fashion;
  3. Maintaining liaison with the Location Coordinator; and
  4. Coordinating subcommittees.
- C. The Secretary is responsible for:
1. Recording minutes of each meeting; and
  2. Seeing that copies of the minutes are distributed to members and the CR Manager prior to the next meeting.
- D. In the absence of the Chairperson, the Co-chairperson shall perform all of the Chairperson's duties. The Co-chairperson will also assist the Chairperson in staffing subcommittees. If a vacancy occurs in the office of Chairperson, the Co-chairperson will assume that office **until** the next regularly scheduled election of officers.
- E. To be eligible for the election to the office of Chairperson, a member must have served **on** the Committee for at least one year. This rule will become effective after the Committee has operated for one year.
- F. If a vacancy occurs in the offices of Co-chairperson and/or Secretary, the Committee shall elect a replacement, at the next regularly scheduled meeting, for the remainder of that **term**.

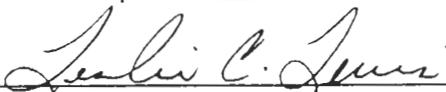
**V. Meetings of the Committee**

- A. The Committee shall meet regularly once a month at such time and place as shall be fixed by the Committee.
- B. Special meetings may be called as determined by the Chairperson or a member of the Committee.
- C. The Chairperson shall prepare the agenda for all meetings with suggestion from the Committee. The Committee will establish its own rules for conduct of meetings and other Committee activities.
- D. The Committee will meet on official time.
- E. Employees who are requested at Committee meetings shall be granted official time by the supervisor.
- F. The Committee shall forward its recommendations to the Location Coordinator, on an informal basis via meeting and/or formal written proposal. Communications from the Location Coordinator shall be made part of the Committee's minutes. Recommendations not resolved shall be repeated in subsequent minutes until no further action is required.

Approved:

  
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Keith Murray, Center Director, NADC

Date: 8/3/99

  
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Les Lewis, Location Coordinator, Ames Location

Date: 9/3/99